

Utah State Youth Court Conference 2003

REGISTRATION INFORMATION PACKET



ITEMS INCLUDED IN PACKET:

- **Final Preparation Items**
- **Registration Information**
- **Conference Rules**
- **Emergency Phone Numbers (To be given to parents of participants)**



FACILITIES:

Meals:



Most meals are provided by Holiday Inn and are included in the \$30.00 registration fee. There will be a lunch during registration on Tuesday. **Dinner on Tuesday will be on your own.** Wednesday a breakfast will be served in the main meeting room, lunch will be served around the pool. There is a **Semi-Formal** Banquet followed by a dance on the tennis courts that evening. Thursday breakfast will in the main meeting room. A vegetarian plate is available on request for all meals. It is suggested that each attendee plan on bringing money for dinner on Tuesday and for any meal deemed necessary for the ride home on Thursday.

Housing:

Holiday Inn: 850 South Bluff Street St. George Utah 84770 1-800-457-9800

The Holiday Inn is offering a special rate for the convention of \$65.00 a night. Up to 4 attendees may stay in each room. When making your reservations, please let them know your members of the Youth Court Conference. **Rooms must be reserved by June 1st**. If you call after this date, you may not get a room or the special rate. Best behavior will be expected of all attendee's. Court Advisors will be responsible for for their own members.

Dress Code:



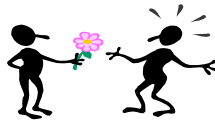
You will need semi-formal dress for the banquet Wednesday Night. Modest dress is required while at the conference. Shorts, skirts, and dresses need to be mid-thigh length (fingertip length). All shirts must have at least a cap sleeve. (No tanks or spaghetti straps). No shirts that show your midriff. No offensive pictures or language on clothing. Shoes must be worn. **Advisors, please help us to monitor the dress code.** Anyone who is wearing inappropriate clothing will be asked to change immediately. We realize that it will be **HOT** in St. George, however, we must emphasize that **SCHOOL DRESS** is expected while attending the convention. Thank you in advance for your assistance.



CHAPERONES:

Your youth court needs to provide both male and female adult chaperones (1 adult to 5 youth). You will be responsible for supervising the youth from your court while in the hotel and while participating in activities and classes. We ask that as chaperones, you meet each of the youth you are in charge of and facilitate the following items:

1. Find out if each youth has any medical, diet, or other special needs. Also be sure you know how to help them in case of an emergency regarding those special needs.
2. Ensure that the youth you are in charge of understand the rules.
3. You are responsible for monitoring the youth you are in charge of during the night and while they are in their rooms.
4. The adults from each youth court are responsible for monitoring their youth at all times during the activities and classes during the conference.

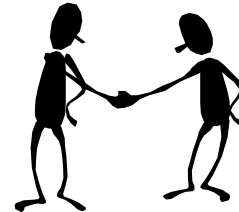


Door Prizes:

The Training Committee has been working hard to put this year's conference together. Again we would like to ask each youth court to help with the prizes that will be given away in contests and drawings. **We would like to ask each youth court to provide 2 door prizes.** Please turn your donations into the registration desk when you check-in at the conference Tuesday afternoon.



General Rules:

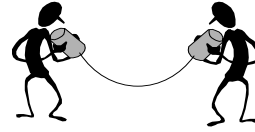


1. All youth are to stay at the Holiday Inn or with an advisor. Anyone caught leaving the premise without permission will be sent home.
2. Respect each other, yourself, and the property of the Holiday Inn.
3. Adult supervisors are responsible for the youth in their group at all times and are expected to monitor them throughout the night. All courts should have both female and male chaperones.
4. Make sure your adult supervisor knows where you are at all times.
5. Lights out is 11:00 p.m. All youth and advisors must be in their rooms. QUIET TIME.
6. Parents will be called and requested to pick up any youth causing disturbance at the hotel.
7. There will be a ZERO TOLERANCE for youth mingling in rooms other than their own.
8. ALL participants must wear their name badges at all times.

DAMAGES:

Your group will be responsible for any costs the Holiday Inn charges for any lost keys and/or damages to the rooms you were assigned.

FINAL PREPARATION

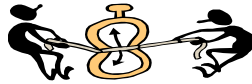


Registration Confirmation:

A confirmation of your registration will be mailed, faxed or e-mailed to you. Please review this information carefully. Please notify (RuAn Wynn 801-273-8836) immediately if I need to make any changes. Pay particular attention to the spelling of everyone's name. I want to be sure everyone's name is spelled correctly on the name badges and certificates. Also be sure and notify me if you have any substitutions for registered participants.

- Remember to invite Dignitaries from your area. Notify RuAn immediately if hotel rooms are needed.

Late Check-In Registration:



Please notify RuAn prior to the conference if you will be late for the registration check-in. Holiday Inn has asked us to notify them of any groups who will be late. When you arrive you will need to contact Lori's Cell Phone 801-558-8616.

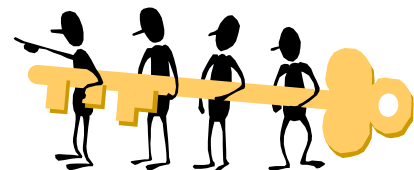
Room Assignments:

As noted before, contact the Holiday Inn prior to June 1st for room reservations. Room assignments will be up to the individual courts. Up to 4 attendee's may be assigned to a room at a rate of \$65.00 a night.

REGISTRATION:

Registration will be held in the meeting area of the Holiday Inn from 12:00 p.m. until 2:00 p.m. There will be Representatives at the registration table in charge of the following:

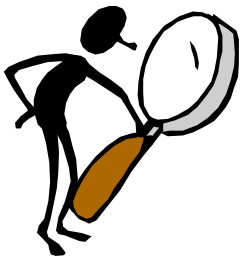
- ❖ **Stop #1:** Registration.
Note Exceptions: Registrant changes (substitutions), Correct Name Spelling, etc.
All registrations must be paid for.
- ❖ **Stop #2:** Handing out registration packets, name badges, and souvenir T-shirts for each participant in your group and collecting the door prizes you bring.



REGISTRATION INSTRUCTIONS:

- **BEFORE YOU ARRIVE** you need to assign one (1) adult to be designated as the Registrar for your group.
- **WHEN YOU ARRIVE THE REGISTRAR WILL NEED TO:**
 1. Check in with the Conference Registrar. Check your list of registered participants for accuracy and ensure that all registrations have been paid for. Make any corrections with the person in charge of Registration Changes.
 2. Pick up Registration Packets, Name Badges, and T-shirts for each member of your group.
 3. Assist your people to their rooms. Check in with the Holiday Inn for your rooms. (There will be plenty of time available to do this after the days events if necessary.)
 4. Eat lunch at the meeting room.
- **DURING THE FIRST EVENING**

Review spelling of all names and make any corrections so that the certificates will be correct. **Turn in your changes to RuAnn at the beginning of the conference on Wednesday morning.**
- **CHECK-OUT PROCEDURE (After Service Projects on Thursday morning)**
 1. Check for damages to all your assigned rooms.
 2. Thoroughly search all rooms you are in charge of for any forgotten articles that need to be returned to members of your group.
 3. Make sure all rooms are left clean and undamaged. Throw away all of your garbage.
 4. Check with Holiday Inn regarding where you can store your items if you do not have vehicles to put your belongings into when you check-out.



**Thank You
We hope you enjoy the
Utah Youth Court
Conference
2003**

Check List

Preparation List:

- ❑ Collect Registration Forms and submit to RuAn with a typed master list and payment.
- ❑ Contact the Holiday Inn and make reservations
- ❑ Arrange for adequate chaperone supervision of your youth.
- ❑ Arrange for Transportation.
- ❑ Give conference information and emergency phone numbers to parents.
- ❑ Review conference agenda, dress code, and rules with your youth.

Bring the following items:

- ❑ Master registration list for the people actually coming to the conference. Make changes for any substitutions or cancellations.
- ❑ Designate an individual responsible for registering your group.
- ❑ Door Prizes.
- ❑ Money for dinner on Tuesday and for lunch (if necessary) on Thursday
- ❑ Semi-formal clothes for the banquet Wednesday night.